

CITY OF REDMOND ARTS COMMISSION

MINUTES

September 8, 2005

Televised Meeting

Public Safety Building – Council Chambers

“Voice the views of the community to Mayor and City Council in reference to all cultural endeavors”

COMMISSIONERS PRESENT: Chairperson Roy Leban; Commission members Kay Tarapolsi, Heidi Houghton, Latha Sambamurti, and John Davis

ABSENT AND EXCUSED: Commission members: Phil Teller and Tom Flynn

STAFF PRESENT: Melna Skillingstead, Arts Administrator, and Sharon Sato, Recording Secretary

GUESTS PRESENT: Jill Schmidt, former Arts Commission member

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AGENDA

Note: Bold/italic text denotes Staff and Commissioner follow-up resulting from this meeting.

I. CALL TO ORDER

Chairperson Leban called to order the regular *televised* meeting of the Redmond Arts Commission (RAC) at 7:05 p.m. in the Public Safety Building, Council Chambers.

II. APPROVAL OF MINUTES

The Redmond Arts Commission (RAC) minutes of June 9, 2005 were approved with the following amendments:

- Commissioner Houghton - Page 2 - General RAC Business - Public Meetings E-Mail Use Policy - #1.b. "cannot discuss issues being addressed outside of the public meeting" - can as long as there is not a quorum of Arts Commissioners.
- Commissioner Houghton - Page 3 - Staff Reports - ROS Budget Handout - "there is no money leftover from the program" - ROS did have monies leftover since the curator expense was less than previously thought.
- Commissioner Houghton - Page 5 - ROS Artist - Site Recommendation comment - Houghton expressed her wish not to sit through presentations of those artists not chosen as in the past.

Skillingstead noted that she has already addressed this issue.

Motion to approve RAC minutes of June 9, 2005 as amended

by: Commissioner Tarapolsi

Second by: Commissioner Houghton

Motion carried: 5-0 unanimous

III. ADDITIONS TO AGENDA

A. Discussion of the agenda length by Chairperson Leban.

Funding recommendations for grants were approved in June. Commissioner Tarapolsi brought copies of actual recommendation.

Commissioner Houghton suggested that no more items be added to Item VI. on agenda - Visual Arts - but felt there was a need to discuss appointing a Chairperson, due to several reasons - no meetings for several months, there are a number of important topics to discuss (permanent collection - building to be demolished with art moving to new building (organization), Arts Awards for next year) - Vice Chair to be added to agenda.

No objections to the agenda as modified.

IV. ITEMS FROM THE AUDIENCE

None

V. GENERAL RAC BUSINESS

A. Vice Chair Nominations

Commissioner Tarapolsi nominated Commissioner Flynn for the position of Vice Chair. Second by Leban.

Nomination of Commissioner Flynn for Vice Chair: 5 in favor - 0 against

No objections or abstentions. Position will be filled based on Commissioner Flynn accepting.

B. RAC Interview Questions Feedback

Skillingstead reported that Tom Trueblood, Recreation Division Manager; Sandra Bettencourt, Recreation Services Supervisor; and Phil Teller, Arts Commissioner, have been working on revamping interview questions based on feedback from Commission comments, which were derived from the last January/February retreat. Skillingstead asked Commissioners for questions, suggestions, changes, or comments. The RAC has four applicants for the two current existing vacancies.

Commissioner Davis noted that these questions were used in his recent interview and that they seemed fair.

Skillingstead noted that questions traditionally asked by the Mayor were re-inserted into the new questions, which were then integrated into the existing questions. This draft final version is based on the review of the Committee which, if approved by the Commission, will be forwarded to Mayor Ives, and used for future Commissioner interviews.

- Former Commissioner Schmidt - felt the new questions would be more informative to applicants than the old questions.
- Commissioner Tarapolsi inquired about question #4, "Tell me about a time when you had to work with someone that did not agree with you on a particular issue, how did you handle this situation, what was the outcome?" What is the desired response - how does this question work in with the Arts Commission? Schmidt responded that a more general response would be suggested.
- Chair Leban added that questions #4 and #8 were similar; question #5, #6, #7 were similar and he liked #9.
- Tarapolsi agreed with Leban in reference to the familiarity of questions #4 and #8, but the wording of someone not agreeing with another may not be particularly appropriate. Elimination of #4, redunante to #8.
- Chairperson Leban - #4 and #8 sound like leading questions - looking for specific answers - what is the desired response?
- Skillingstead responded - looking for good communication skills, talking it out, smoothing out difficulties favorable to both parties, working together with different ideas and styles
- Specific areas of expertise - usually in supplemental application
- First half of first page - "Screen out" questions (meeting attendance, willing to attend special events)
- Schmidt and Commissioner Houghton will look at the questions closely when reviewing the handbook, which is Module 1 of the interview process

C. Handbook Update

A. Background - Houghton & Schmidt

- Arts Commission met with City staff in Fall, 2004
- Concern of high rate of turnover of RAC members
- Strong disconnect between the real amount and type of work expected of volunteers and what volunteers thought job would be
- Questions to address - What does the handbook have to say about the topic? Was it preparing Arts Commissioners well enough? What were the RAC and City staff saying to newly appointed RAC

members in the orientation and first meeting? What did other RAC members think?

- Two initiatives from the retreat - #1 - create an ADHOC Committee to update the handbook - possibly in a modular form; #2 - Have ADHOC Committee look at interview questions.
- Met in July - began at beginning - could be used as handbook for all City of Redmond Committees, Commissions and Boards
- Four Modules - cover separate subjects:
 - Modular #1 - recruitment and application - basics - City logo use, mission, values and goals, candidate criteria (legal criteria to apply) and RAC's mission, values and goals - physical requirements of being an RAC member - meetings to attend, when, televised, what is a committee meeting, expectations (job description), time commitments, role of Commission, and role of Commissioner. Application - list of other information - other brochures, contacts - 3-ring binder, each page own topic, makes page changes easy to replace - download on web - easy to change form - growing/living document.
 - Modular #2 - interview process - first part, complete repeat of City basics that are in recruitment application - vision, mission, values and goals both City and RAC - explanation of process, Mayor interview, Council interview, orientation, first meeting - sample questions one or two - expectations from the interview process - Mayor explains the City's mission, values and goals, how it works for City - RAC explains mission, values and goals - Council explanation of how RAC fits into City, basis for conversation and questions - better expectations for candidate and Commission, Mayor and Council - two handbooks, one for interviewee and interviewer
 - Module #3 - Commissioner chosen - orientation process divided into three parts, Arts Administrator (meets with new Commissioner, roster, handbook, timesheets, financial/funding booklet, by-laws, role of Arts Administrator, list of frequently asked question), Arts Commissioner (established Commissioner/mentor - explains role of RAC, tour of city art, history of project/programs, how committee works) and City orientations (City orientation - non-actual employee or in addition to regular employee), all Boards and Commissions, reinforce Commission's fit as part of City organization/structure, one to six months after swearing in
 - Module #4 - Reference guide - maps, organizational chart, what Redmond art organizations are, supporting organizations are, list and explanation of outside art, art organizations, art inventory list, program plan template, list of other City-wide Boards and Commissions (dates/times of meetings), index

Commissioner Houghton - City staff is receptive to new structure, finished draft anticipated by December 2005 - City staff to write and organize materials - Arts Commissioner to read modules and edit assistance - asking for support for ADHOC Committee - not a finished product, will be a working document - request a pass of motion stating that the, "Arts Commission fully support the handbook and ADHOC Committee working in conjunction with the City and any other ADHOC Committee convened by the RAC to create a modular style handbook, from recruitment to reference.

Commissioner Tarapolsi - on the Recruiting/Application - RAC falls under Parks and Recreation Dept.

Commissioner Sambamurti - under Expectations add, "read previous Arts Commission minutes".

Chair Leban - How City Government Works - very important - Module #1, recruitment application.

Commissioner Davis - nice job - regarding original subject, "turn over of Commissioners" - reasonable goal is to have satisfied Commissioners - City orientation great idea, network with other Boards, Commissions, staff and Executive office - interview expectations too presumptuous (basis for what the Commission is thinking)

- Recruitment - how do we recruit (FOCUS, new release, etc.), could be adjunct (notebook size)
- Modules are not in any specific order of importance
- Modules - new subject, new page, topics only on top, at this point no pages numbers
- More to review early fall 2005 - October or November
- Needs to be submitted to City for approval
- Large binder or web page - all information available, may work for all Boards and Commissions

Motion by Leban that the Arts Commission fully support the handbook; and support the ADHOC Committee working, in conjunction, with the City and any other Committees, convened by the Arts Commission, to create a modular style handbook that starts from and through recruitment. Commissioner Leban also added the Commission's appreciation to Melna, Sandra and Dorie for their hard work and dedication.

Second by: Tarapolsi

No discussion

Motion carried: 5-0 unanimous

D. Tourism Development Fund 2006 Proposal Feedback - Skillingstead

Skillingstead reported that, Jacky Goren, Tourism Fund Program Manager, asked staff to put together a proposal for Arts and Special Events for Parks and Recreation. A yearly amount of funds are set aside, from the City's Tourism dollars, that are allocated to Arts and Special Events, 39% of that allotment is set aside specifically for Arts. Staff is thinking, that in terms of tourisms and venues, that as a possible proposal to the Lodging and Tax Committee and City Council, that small amount, of the 39%, be set aside and used to develop a venue on the campus or a structure to hold large events, et. al, permanent band shell for concerts. The goal is to use tourism dollars to draw people from outside of Redmond by providing a variety of interesting venues, and entertainment in an appropriate, comfortable and inviting setting.

E. 2004 Annual Report Status

Skillingstead stated that the letter from the Chair was the only missing item; however, as soon as she received that, the report would be complete. When completed the report will be forwarded to Council (possibly in October), as an Item from the Audience.

Commissioner Tarapolsi requested Commissioner review of the document before put into final form. When complete, Skillingstead will print out and forward to Commissioners. Chairperson Leban and Commissioner Teller, as 2004 Chair, will be present at the Council meeting at presentation of report.

VI. Visual Arts

A. Perrigo Park Art Signage Review/Approval

Skillingstead reported that artist, Elizabeth Connor, is continuing to work on the signage for Perrigo Park (handout). The sign will look similar to the existing Perrigo Park interpretive sign and will be located on the opposite wall of the restroom building.

Commission Houghton - inquired if staff is asking for feedback on the signage text at this meeting. Skillingstead responded that the Park Board has previously reviewed and approved the text and would like the Commission's feedback, since the art was dedicated last year.

Commissioner Davis - couple of typos, approves text and will forward edits via hard copy to Skillingstead.

Chairperson Leban - beginning text is not about artwork and title incorrect. Skillingstead responded that the initial part of text is where the artist describes the uniqueness, special qualities and characteristics of the Park as they relate

to the Park. Chair Leban suggests a new title and would like to see an etching of a "shoe" which identifies the sports aspects of the Park along with photos in the middle and legend on side.

Commissioner Tarapolsi - middle part add various labels of plant life not discussed in text - including nature.

Suggestions:

- Separate box attached to gate with map and legend
- Laminated sheets - take and leave
- *Skillingstead will discuss with Elizabeth, put together another draft, send to Commissioners*

B. Discussion of Agenda Items or Carry Over

A. Discuss

- 2005-06 ROS Status Discussion
 - Program moving forward
 - Total of seventeen pieces
 - 15 artists
 - Two artists being held over from last year - Ken Elliasen and Lance Carlton - art pieces on a 30-day notice loan basis - Flat Tire, south end of Town Center open space and Lunate Azure, Macy's parking lot at Town Center.
 - New sites - 1st Mutual Bank, Tenhulzen, King County Library, Meadow Park, Luke's Landing, REI entrance
 - Replacement at Larry's Market -
 - Open Space - Granite Chair (Boulder Bench)
 - Open Space - Hydromadus
 - Family Unit - replace Human Kind
 - Kyoto Solitude - Saturday Market
 - Bird Bath - across from Marriott
 - New 3-fold flyer, easier to mail, more simple, new design idea, map similar to last year, last year printed 4,000 - distributed 3,200 - Town Center Open Space 500-600 taken - Luke's Landing least amount taken- Open Space, Library, south parking lot highest turnover of brochures
 - Skillingstead - program moving forward, installation dates - September 21, pieces going in on October 4th, opening October 15 at 10:00 a.m., walking tour, Senior bus available to view other art sites and to accommodate larger groups
 - Skillingstead - More marketing , advertising - hotels, library, sponsors, consider redesign for poster type brochure next year

B. Andrew Carson Art Purchase Recommendation to Council

Skillingstead - met with artist, he liked the ORSCC site - east of Community Center sign on 166th, Tech Committee approved, RAC recommendation to purchase, forward to City Council for funding authorization, purchase/install piece

Commissioner Tarapolsi - good site, moderate to heavy traffic flow, visual and moving artwork, not distracting.

Commissioner Houghton - artist liked site, background compliments artwork, looked at sites with staff and Commissioners.

Skillingstead - second choice - artist liked Idlywood Park meadow/field toward house.

Motion by Commissioner Tarapolsi to recommend, to City Council, the purchase of the Andrew Carson art piece, adding new media to the City's current art collection, adding a kinetic piece, which is within budget and expands public art outside of the downtown area.

Second by: Commissioner Houghton

Motion Carried: 5-0 unanimous

Skillingstead will advise Commissioners when item will go forth to Council. Commissioners are invited to attend.

- Historical Society Artist - 2006 ORSCC Ken Duffin - has been recommended by the RAC to be one of the artists to show his work in the gallery at the ORSCC

C. Carry Over to Visual Arts Committee

- Art Exhibit/Gallery Contractor
- 2007 International Sculpture Exhibit Opportunity
- Transit Shelter Art Project Update

D. Visual Arts Chair

Leban will step down as Visual Arts Committee Chair. Since August the RAC had no Chair. Chairperson Leban asked for volunteers.

Commissioner Houghton - felt that some significant decisions needed to be made in the upcoming months (permanent indoor artwork collection and move), however, is unable to take the roll of Chair due to current pressing issues.

Commissioner Davis - is currently serving on the Visioning, Transit Shelter Art selection and Website Committees and currently unable to take the role.

Commissioner Tarapolsi - is currently the Director of the Arab Center in Seattle and currently unable to take the role of Chair.

Commissioners agreed that a Chair was not necessary for the Visual Arts Committee. *Until further discussed and resolved, Skillingstead agreed to send out agendas and notices. Meetings will be set for the fourth Monday of each month - first meeting September 26th. Meetings will be held at the ORSCC and publicize through Catherine Lenox, City's Public Information Officer.*

VII. 2005 Arts in the Parks Report

- A. Commissioner Sambamurti gave a brief summary of the Arts in the Parks Summer Performance Series (Handout)
- Audience participation greater this year
 - Audience response questionnaires were handed out and collected at each event - a more detailed report on collective responses will be handed out at the next meeting
 - Mayor Ives spoke at each event speaking on the importance of Arts in the Park Series and role of Arts in the Redmond community
 - Audience appreciated the artists' performance and requested their return in the future
 - Artists' response to crowd was favorable
 - Lengthy interaction between the artists and audiences at the end of shows was one of the most favored parts of the performance
 - Audience asked questions - had opportunities to explore unique musical instruments and diverse music
 - Educational and entertaining
 - Audiences were generally from Redmond, as well as other places around Puget Sound
 - Specific groups enjoyed certain performances - elderly, youth, certain groups
 - Great success
 - Special thanks to City staff, Kimber Godsey, Dorie Lysaght, Pat Pattabhiraman, Arts Commissioners, sponsors (4Culture, Microsoft, Redmond Town Center and Redmond Tourism Development Fund.) and Melna Skillingstead

VIII. Performing/Literary Arts

- A. Site Specific Performances in Redmond
- The first of the Redmond Site Specific Performances - 4 Culture's 2005 King County Performance Network (KCPN) series was held at Anderson Park on Saturday, August 27, 2005. The performance, by Theater Simple, "Trailer Tales: A Weekend Safari", was well received and fun. An Airstream trailer

was one of the props. Audience interactive - three shows, varied audience attendance.

- Forth coming performances are by "One by Two" Productions, "Neighborhoodlum", two performances will be held in Redmond - Friday, October 7 @ 7:00 p.m. Jersey's Café and Saturday, October 8 @ 7 p.m. at Victor's Coffee - shows are free.

B. 2006 Winter Performance Series Artists

- Thanks to Performing Arts Committee
- Three performances will take place during the Winter 2006 series
- Opening show of series will be a Grand Chinese Cultural showcase by the Pacific Performing Arts Center. 100 performers, group dances, songs, instrumental music, Beijing opera, martial arts, Chinese regional opera, etc., all in a single show. This performance will be marketed as Redmond's celebration of Chinese New Year (January 29). January 28 @ 7 p.m., at the Redmond Performing Arts Center at Redmond High School. Special thanks to the Performing Arts Committee member, Pat Pattabhiraman.
- Second Winter Performance, February 4 @ 3 p.m. @ Rose Hill Jr. High School Auditorium - puppet show, "Anansi the Spider" by TSL Joy Puppet Theater based in Vancouver, Washington.
- Final Winter Performance - February 11 @ 7 p.m. @ Rose Hill Jr. High School Auditorium - Tango music and dance - presented by Tangofusion. Full strength tango performance, instrumental quintet (five instruments), vocal singer, professional MC and three tango dance couples. Marketed as Redmond's celebration of Valentine's Day.
- Tickets for all shows are \$10 suitable for all ages. More information at next meeting.

Comments:

- Commissioner Houghton - distribution of flyers to all dance and music teachers at Community center for handout to all students. Homeschooling via school boards groups.
- Commissioner Tarapolsi - Redmond Mom groups, Eastside Moms, number of "Mom" groups and pre-schools.
- Commissioner Sambamurti welcomes comments and ideas.

C. Richard Hugo House Collaboration Discussion

- Located in Seattle, Lyle Bush (Head of programming)
- Theater, Coffee Shop, Workroom rentals, Reference Library and free library
- Good organization
- Parking sometimes a problem
- Working with eastside organizations for partnerships, broaden horizons
- Opportunity to work with other organizations

- Looking for as many class opportunities as possible - classes not known until brought to Hugo House for submittal after which will determine how many days the classroom will be needed - 3 months in advance planning. Melna will research if co-sponsored rental is allowed, if they charge fees for programs.
- Commissioner Tarapolsi - recommended seeing what types of classes, how long they take, etc. - this is an opportunity that should be pursued
- Hugo House looking for as many literary venues as possible
- With budget cuts and constraints, the only way to get any new programming is through collaboration and cooperation with other organizations
- Melna will talk to Lyle and Laura regarding class background - needs, space, time, types and length

IX. Arts Education/Grants

A. Funding: Organizational Support Grant Recommendation (Handout)

- Commissioner Tarapolsi reported that two grants applications were received - Organizational Support Grants - Funds available - \$2,500
- Received a grant application from the Eastside Association of Fine Arts - \$1,500 Eastside Arts Assn. and Seattle Chamber Music Society for \$1,500 (program funding is for completed program " Inaugural Summer Festival at the Overlake School" - held August 3-12, 2005 (five main stage series concerts each with pre-concert recital featuring 17 international acclaimed chamber musicians)
- Recommendation - \$2,500 be split between both - \$1,250 each
- \$2,500 is balance of this years' calendar funding year after first round of grant giving- this is Round #2

Motion by Commissioner Houghton to present a grant of \$1,250, out of the organizational grant, to the Eastside Assn. of Fine Arts.

Second by: Commissioner Sambamurti

Motion passed: 5-0 unanimous

- Recommendation by Commissioner Tarapolsi to grant Seattle Chamber Music Society - \$1,250
- Applied for organizational support grant for 2005 - to help cover costs of concerts - one held in Redmond - 300 attendees, classes \$100, broadcast \$2,000.
- Look at what overall organization is doing - money is to support organizations that serve Redmond
- Many organizations may be deterred from applying if strings are attached
- Commissioner Leban - Need to know if there will be a festival next year in Redmond - lot of information still need to know

- Commissioner Tarapolsi - does not agree with attaching strings to grant application.
- Skillingstead - encourage venues to return to Redmond next year, show goodwill and find ways to build a relationship with this organization that benefit Redmond
- Commission is leaning toward recommending grant, however would like additional information - summary of past festival - plans for next year - bring information to October meeting
- *Melna to ask for additional information - come to Commission next month - how many Redmond residents did they serve and what are plans for 2006*

Item and discussion to be deferred to next months' meeting.

B. Grants Committee Members Needed
Deferred to future meeting

C. Arts Ed Books Reprinting - Skillingstead

- Commissioner Leban will update adding new City logo
- Still receiving orders
- Both kinds of books available - will hold off on reprinting the new K-3 through 6 booklets
- 20 annual reports can be mailed - folded side ways - with kids artwork

X. General New Business

- Update on website meetings - end of September
- Volunteer reports - give to Melna

Motion by Chairperson Leban for the Commission to recognize and thank Pam Maybee for her assistance and expertise over the years.

Second by: Commissioner Houghton

Motion carried: 5-0 unanimous

VI. MOTION TO ADJOURN

Motion to adjourn by: Commissioner Tarapolsi

Second by: Commissioner Houghton

Motion carried: 5-0 unanimous

The meeting adjourned at 9:45 p.m.

Minutes prepared by Recording Secretary, Sharon Sato

NEXT REDMOND ARTS COMMISSION MEETING:
October 13, 2005
Old Redmond School House Community Center
7:00 p.m.